

B6: CHECKLIST OF CRITERIA¹

	A detailed description (inventory) of the material to be digitized
	Condition assessment of materials to be digitized
	Copyright clearance: Identify all rights concerns and plan for access protocols and restrictions that may be necessary
	A detailed project schedule and work plan
	Definition of the roles and responsibility of new and existing staff
	Identification of public/community/researchers access goals
	Identification of professional standards and best practices (technical/metadata)
	Creation of policies for access/digitization/standards/preservation
	Identification of technology requirements
	A detailed budget itemizing income and expenses
	Digitization and description of materials
	Outline how the community will be informed of the project
	A description of the plans for digital preservation of the digital files

¹ Adapted from a checklist from IKBLC's BC History Digitization Program application